

Fairfax County Department of Community and Recreation Services
Building Director Biweekly Form
Fax 703-324-5546

School _____ Organization _____ Report for the period _____ through _____ 20____

In order to comply with Fairfax County Public School regulations, the building director, accompanied by a custodian, must check the facility for hazardous conditions and building damage before and after use by the Department of Community and Recreation Services. We are not responsible for damage that occurs other than during Department hours. If damage occurs during recreation hours, the Department's school property damage report must be sent to this office. The building director is also required to record attendance information on this form. INSTRUCTIONS: *Fill out form daily! Please print and be sure the custodian signs the form.* Use reverse for additional information if necessary.

Day/Date	Beg. Insp. Time	Brief description of damage to facility during recreation hours (if no damage, indicate so)	Final Insp. Time	Building Director's Signature	Custodian's Signature	Attendance	Time of Usage Beginning/Ending

Building Director's Name _____ Building Director Signature _____ Date _____